

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

12

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/24/2012		2. CONTRACT NO. (If any) EP-W-10-055		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0053		4. REQUISITION/REFERENCE NO. PR-OSWER-12-00443			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW HQ Contracts Service Center	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 110 HARTWELL AVENUE				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213136	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE ORCR	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/28/2013	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 ORCR MSC - Materials Measurement and Analysis Support  The terms and conditions of contract EP-W-10-055 are hereby incorporated by Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$148,512.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						\$148,512.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

23. NAME (Typed)

Rayna Brown

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
08/24/2012

CONTRACT NO.  
EP-W-10-055

ORDER NO.  
0053

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>reference.</p> <p>This task order is for severable services. This is a time and materials task order.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work (SOW) dated June 22, 2012 (9 pages) and their proposal dated July 12, 2012 in the amount of \$148,512.00.</p> <p>This task order is being incrementally funded. The task order funding/obligation ceiling is \$70,648.00, which the contractor is not authorized to exceed. The contractor exceeds at its own risk. This task order is subject to the Limititation of Funds clause.</p> <p>The task order ceiling is hereby \$70,648.00. TOPO: Priscilla Halloran Max Expire Date: 03/28/2013 Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 08/24/2012 to 03/28/2013</p> <p>Materials Measurement</p> <p>Materials Measurement</p> <p>Accounting Info: 12-13-B-31M-302DA2-2585-1231MRP021-001 BFY: 12 EFY: 13 Fund: B Budget Org: 31M Program (PRC): 302DA2 Budget (BOC): 2585 DCN - Line ID: 1231MRP021-001 Funding Flag: Complete Funded: \$70,648.00 Continued ...</p>				148,512.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$148,512.00	

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/24/2012

EP-W-10-055

0053

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The obligated amount of award: \$70,648.00. The total for this award is					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

## **STATEMENT OF WORK**

### **Materials Measurement and Analysis Support**

**Purpose:** To assist ORCR in refining and completing efforts underway designed to assist in strategic, system-level policy-making that will facilitate progress toward managing materials more sustainably.

**Background:**

In September, 2009, EPA issued a major report entitled “Sustainable Materials Management: The Road Ahead” (the Road Ahead) (<http://www.epa.gov/osw/inforesources/pubs/vision.htm>), which has since been endorsed by the Association of State and Territorial Solid Waste Managers (ASTSWMO) and the Environmental Council of States (ECOS). This Report offers a roadmap to a materially-sustainable future based on life-cycle materials management – fulfilling human needs and prospering, while using fewer materials, reducing toxics and recovering more of the materials used. Its purpose is to help accelerate the transition toward life-cycle materials management in the United States. The report offered recommendations to government for engaging and fulfilling its role in helping society use and manage materials more sustainably.

Since the Road Ahead’s publication, the Office of Resource Conservation and Recovery has been championing EPA’s movement toward sustainable materials management. As part of this shift, ORCR has begun efforts that will assist in strategically targeting policies across the life cycle of materials, quantifying and describing the net economic impacts when taking a life cycle approach, and measuring progress toward managing materials more sustainably.

Within the Road Ahead report, EPA performed an analysis of the US consumptive economy that: 1) uses the most complete dataset of material use as well as their waste in our economy; 2) evaluates a broad range of environmental issues including resource use (material, energy and water), material waste, and thirteen different environmental impacts; 3) relates the environmental issues to the materials, products, and services that comprise our economy; and, 4) views the material system from different perspectives (direct source of impact, business and consumer) to gain insight into how impacts are arising. The analysis examined 480 materials, products and services that underlie the US economy across 17 environmental criteria and from three material system perspectives. The resulting 38 materials, products and services identified represent potential significant contributors to environmental issues arising from the consumption of products and services in the U.S. Essentially, this work created an analytical framework for the minimal types of information that should be accounted for from a lifecycle perspective when applying materials management concepts. This framework serves as the backbone of the efforts mentioned above.

On October 8, 2009, the President signed Executive Order 13514 “Federal Leadership in Environmental, Energy, and Economic Performance,” the purpose of which was to establish an integrated strategy towards sustainability in the Federal Government and to make reduction of GHGs a priority for Federal agencies. Section 13 of the EO addresses the involvement of the Federal suppliers in helping the government meet its goals. The General Services Administration is heading up this work. While much of Section 13 focuses on GHG emissions, GSA is pursuing a long-term strategy of identifying and integrating additional sustainability

metrics as part of Federal government procurement decision-making and agency sustainability performance tracking. As part of this pursuit, GSA, in consultation with EPA, built a tool that can prioritize Federal procurement based on life-cycle impacts, and ultimately guide Federal procurement decisions. This tool may be distributed to all Federal agencies for their use. GSA's tool is based on the analytical framework established in the Road Ahead.

#### **WORK STATEMENT:**

The scope of this task order is to continue the work begun under EPA contracts EP-W-07-023, work assignment # 29, and EP-W-09-011, task order #55, focusing primarily on indicators, measures and supporting tools and information that facilitate measuring progress toward managing materials more sustainably.

#### **Task 1: SMM Measurement and Indicators**

A critical need for ORCR in its transformation is the ability to set a baseline and measure progress toward managing materials more sustainably. Under EPA contract EP-W-09-011, task order #55, an initial high-level SMM indicator framework was developed that sought to capture key elements of sustainable materials management and be consistent with existing or developing sustainability-relevant indicator systems and guidance. Feedback on the initial framework was obtained through interviews with individuals in industry, academia, NGOS, international community, and within EPA. The main objective of this initial framework development was to gauge whether this was something EPA/ORCR should pursue, whether the scope and elements seemed sufficiently robust and useful, what challenges should be anticipated, and whether EPA/ORCR should be collaborating on this effort, to what degree and with whom. A summary report was developed to capture this draft indicator framework, its development and initial feedback. There is also a spreadsheet laying out the details around existing and developing sustainability-relevant indicator systems and guidance researched as part of this work. All previously developed materials can be provided by the TOCOR.

As noted in the background, the analytical framework developed under the Road Ahead report underpins the draft SMM indicator framework in that the indicators are linked to one another and therefore, not viewed as being measured in isolation. For example, the indicator framework would capitalize on the link achieved between environmentally-extended input-output life cycle assessment and materials flow analysis under the SMM analytical framework.

Under this task, the contractor shall assist ORCR in further developing and adding more detail to the initial SMM indicator framework, especially around indicators ORCR can move forward on in the very near-term. This further development and detail shall include:

- Developing clear linkages to key indicator efforts including OECD's Green Growth Indicators, OECD Environmental Indicators, and OECD Material Flows and Resource Productivity measures;
- Identifying additional key indicators, especially for economic and social aspects;
- Prioritizing indicators into short, medium, and long-term based on data and method availability;
- Identifying baseline indicators;
- Identifying potential data sources and methodologies for short-term, baseline and medium-term indicators, where possible;

- Developing options for classification schemes and level of disaggregation (e.g., Bureau of Economic Analysis codes, sectors, material categories, materials, etc.);
- Perform a test run of baseline indicators, where possible;
- Developing options for graphically displaying how the indicators work together across the life cycle;
- Potentially developing options for re-categorization of the indicators (this may be needed after making clear linkages to other sustainability indicator efforts).

ORCR recognizes development of indicators for SMM are better informed when collaborating with external stakeholders such as through a series of workshops or listening sessions. However, it is unclear whether ORCR will pursue that level of collaboration. Therefore, the contractor shall:

- Develop a package of the above in a manner that is suitable either for engaging in discussions in a workshop setting that obtains individual stakeholder feedback, or for publishing the draft materials for comment. As part of this work, the contractor shall incorporate key questions for obtaining feedback.

Work under this task will require some coordination with work under Task 3 and 4.

<b><u>Deliverables</u></b>	<b><u>Due Date</u></b>
Draft linkages to key indicator efforts	Within 5 working days of task order award
Revised linkages to key indicator efforts	Within 3 working days of receipt of technical direction from TOCOR
Draft additional indicators	Within two weeks of task order award
Revised additional indicators	Within 3 working days of receipt of technical direction from TOCOR
Draft Prioritized indicators	Within three weeks of task order award
Revised prioritized indicators	Within one week of task order award
Draft baseline indicators	Within one week of submitting revised prioritized indicators
Revised baseline indicators	Within one week of receipt of technical direction from TOCOR
Draft data sources and methods	Within three weeks after submitting revised baseline indicators
Revised data sources and methods	Within two weeks of receipt of technical direction from TOCOR
Draft options for classification schemes	Within 2 weeks of task order award
Revised options for classification schemes	Within 1 week of receipt of technical direction from TOCOR
Draft baseline test run	Within three weeks after submitting revised data sources and methods
Revised baseline test run	Within two weeks of receipt of technical direction from TOCOR
Draft indicator framework graphic	Within 4 weeks of TO award

Revised indicator framework graphic	Within 2 weeks of receipt of technical direction from TOCOR
Draft overall package of the indicator framework	Within three weeks of submitting revised baseline test run
Revised overall package of the indicator framework	Within three weeks of receipt of technical direction from TOCOR

**Task 2: Establishing the connection between SMM indicators and expansion of the MSW Characterization Report and ORCR policy-actions.**

While the work on SMM indicators has been underway, ORCR also has been working to re-craft and expand its annual Municipal Solid Waste Characterization report to further serve the information needs of users of that report. Some view this expansion as sufficient to measure progress toward managing materials more sustainably. This reflects ORCR's continuing challenge in articulating that SMM is not equivalent to waste management at different points in a materials life cycle. It further reflects the challenge articulating the value and relevance of true life cycle and systems analysis in waste policy-making. It is not uncommon to see life cycle assessment used to examine potential scenarios for less impactful waste/discarded product management. While such a limited assessment may offer an improved way of considering and resolving an immediate waste/discarded product management issue (e.g., looking beyond hazardous constituents released), it is not life cycle assessment or the type of analysis called for under sustainable materials management. Such a limited assessment does not offer insights for alleviating waste generation, nor help stimulate a re-design of the process generating the waste.

Sustainable materials management calls for assessing the true life cycle to see full range of impacts, and their relative significance, that potentially arise, as well as understand the supply and demand across the life cycle in order to strategically intervene using a range of policy instruments. For the waste policy-maker, this can translate into exerting energies on the potentially more significant waste generation "hot spots" (if their authorities extend to them), and when considering waste intervention options across the life cycle, assists in avoiding unintended consequences.

Therefore, it is important to those immersed in waste policy-making have materials that help simply and quickly explain how waste (municipal, hazardous, etc...) fits in, affects and is dependent on the full life cycle of a material, product or service, and how the SMM indicator framework relates to waste generation and management.

Under this task, the contractor shall:

- Develop clear and easy to understand materials (including graphics) that show the relationship between the SMM indicator framework and the MSW characterization work.
- Develop clear and easy to understand materials (including graphics) that show the value of taking a life cycle or systems approach as depicted in the Road Ahead when considering waste policy intervention options.
- Develop a very brief paper (including graphics) that explores how the SMM indicators in the framework would relate to a specific ORCR action such as the revised Definition of Solid Waste.

<b><u>Deliverables</u></b>	<b><u>Due Date</u></b>
Draft materials showing relationship between SMM indicator framework and MSW characterization work	Within 2 weeks of submitting revised indicator classification scheme (Task 1)
Revised materials showing relationship between SMM indicator framework and MSW characterization work.	Within 1 week of receipt of technical direction from TOCOR
Draft materials showing the value of life cycle approach in waste policy-making	Within 2 weeks of task order award
Revised materials showing the value of life cycle approach in waste policy-making	Within 1 week of receipt of technical direction from TOCOR
Draft report/graphic relating SMM indicator framework and an ORCR action	Within 3 weeks of submitting revised indicator classification scheme (Task 1)
Revised report/graphic relating SMM indicator framework and an ORCR action	Within 2 weeks of receipt of technical direction from TOCOR

### **Task 3: SMM Analytical Tool.**

Under EPA contract EP-W-07-023, work assignment #29, a draft stand-alone SMM analytical tool has been under development to assist decision-makers in more strategically and effectively targeting their resources around the lifecycle impacts of commodities. It is being designed for use by individuals not necessarily savvy with sophisticated LCA models and tools, primarily analytical staff. Initially, this Tool will focus on helping ORCR identify commodities whose overall life-cycle environmental impacts may be significantly reduced through material and waste policies. The draft tool is based on, and updates, the information in the original SMM analysis. It will allow a user to examine the lifecycle impacts of either US consumption (i.e., the whole consumptive economy) or federal government procurement. Two modules are under development for this draft tool. The first module will provide life-cycle impact prioritization and “hot spot” analysis helping a user to determine commodities of interest and insight into what impacts are arising and where.

The second module (can be thought of as the “policy” intervention module) will help users analyze, on a life-cycle basis, the potential avoided environmental impacts and resource use through reductions in material intensity and/or material/product recycling and reuse alternatives and intensity. It will assist users in assessing where interventions may achieve greater overall environmental impact reductions. As noted above, this second module is being crafted to reflect the authorities under which ORCR operates, and thus oriented around materials and waste policy-making. Module 1 does not include the use and end-of-life phases, a current limitation of using EEIO LCA. However, given how Module 2 will be used, these two phases will be included, but for a short list of commodities that will be identified as being of interest to ORCR. A draft module 2 is under development.

Overall, the SMM Analytical Tool will operate independent of any particular IO-LCA database, be compatible with various IO-LCA databases (where feasible), be easily updateable, and transparent including documentation.



The draft SMM Analytical Tool will undergo a limited external peer review.

It is important to note that as part of developing the original Road Ahead analysis, a crosswalk was performed between WRI material flows data and BEA codes at the benchmark level.

Much of the work within and behind the tool will serve to support the SMM indicators. It is envisioned that the tool work could serve to facilitate linking indicators and aggregating information, for example linking certain environmental impacts to certain materials or BEA codes and aggregating impacts or materials or BEA codes.

Under this task, the contractor shall:

- Develop options on how the SMM Analytical tool (or its underlying work) can support the SMM indicators;
- Assist in implementing the option selected by ORCR;
- Assist in revising the SMM Analytical Tool after peer review. Presently, peer review is expected to occur in November, 2012. The contractor will be provided the peer review comment summary, as well as materials provided by the peer reviewers.

<b><u>Deliverables</u></b>	<b><u>Due Date</u></b>
Draft options on how SMM Tool could support the SMM indicators	Within three weeks of task order award
Revised options on how SMM Tool could support the SMM indicators	Within 1 week of receipt of technical direction from TOCOR
Draft implementation of option chosen	Within four weeks of receipt of technical direction from TOCOR
Revised implementation of option chosen	Within two weeks of receipt of technical direction from TOCOR
Draft plan for revising SMM Tool reflecting peer review	Within two weeks of receipt of technical direction from TOCOR
Draft revised SMM Tool	Within two months of receipt of technical direction from TOCOR
Revised SMM Tool	Within one month of receipt of technical direction from TOCOR

#### **Task 4: SMM Economic Analysis**

Under EPA contract EP-W-07-023, work assignment #29, a high-level economic analysis is under development that attempts to quantify the net economic impacts of using a systems approach to reducing the overall environmental impacts arising from the life cycle of a commodity. This work is using the commodity Food Services and Drinking Places as a case study. This work is helping ORCR develop a methodology for assessing comparative economic impacts across a commodity's system. The economic analysis is not initially being incorporated into the SMM Analytical Tool, but is envisioned to be included in the longer term.

The SMM Economic Analysis will undergo a limited internal EPA peer review.

As with the SMM Analytical Tool, the SMM economic analysis methodology could serve to support the SMM indicators, especially the economic statistics it produces.

Under this task, the contractor shall:

- Develop options on how the SMM economic analysis can support the SMM indicators;
- Assist in implementing the option selected by ORCR, including incorporation into the SMM Tool, as appropriate;
- Assist in revising the SMM economic analysis after peer review. This includes summarizing comments received from the internal review

<b><u>Deliverables</u></b>	<b><u>Due Date</u></b>
Draft options on how SMM economic analysis could support the SMM indicators	Within four weeks of task order award
Revised options on how SMM economic analysis could support the SMM indicators	Within 1 week of receipt of technical direction from TOCOR
Draft implementation of option chosen	Within four weeks of receipt of technical direction from TOCOR
Revised implementation of option chosen	Within two weeks of receipt of technical direction from TOCOR
Summary of comments received from internal peer review	Within one week of receipt of peer reviews comments from TOCOR
Draft plan for revising SMM economic analysis reflecting peer review	Within two weeks of receipt of technical direction from TOCOR
Draft revised SMM economic analysis	Within two months of receipt of technical direction from TOCOR
Revised SMM economic analysis	Within one month of receipt of technical direction from TOCOR

**Specialized Expertise Required for This Work Assignment:**

This task order requires individuals who are experts in full life-cycle assessment, from product/process level to environmentally-extended input-output life cycle assessment and developments occurring in these areas in the private sector, public sector, and international community. Further, this expertise must extend to applying economic and social analysis in a lifecycle manner.

This task order requires individuals with expertise in developing indicators and measures related to sustainability, with a strong understanding of efforts in the private, public and international arenas.

This task order requires expertise in RCRA authorities and their application.

**TERMS AND CONDITIONS**

The following additional terms and conditions are requirements of this task order:

**TECHNICAL DIRECTION**

In accordance with EPAAR 1552.237-71–Technical Direction, the Task Order Project Officer (TOPO) will provide Technical Direction during performance of this task order. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The TOPO does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or
- (5) Changes any of the other express terms or conditions of the contract or task order.

#### TRAVEL

Performance under this task order requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: [www.gsa.gov/fttr](http://www.gsa.gov/fttr). The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with the Department of Defense Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this task order.

#### QUALITY ASSURANCE

Performance under this task order requires the contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the task order. The contractor shall submit a QAPP with its proposal in accordance with EPA Requirements for Quality Assurance Project Plans (QA/R-5) found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The Task Order Project Officer (TOPO) and Quality Assurance Manager must approve the contractor's QAPP before task order award. Following approval of the contractor's QAPP, the contractor shall perform all tasks under this task order in accordance with the quality standards established in the QAPP.

#### USE OF ELECTRONIC MEDIA

At a minimum, the contractor shall transfer the results of their efforts electronically, in addition to the hard copy, directly to EPA as directed in individual task orders. Upon completion of the contract, all work products developed by the contractor, whether in hard copy or software packages, shall be transferred to EPA.

#### MINIMUM REQUIREMENTS FOR ALL DELIVERABLES

Reports, analyses, recommendation and other written deliverables resulting from this support contract shall be clear, concise, well-organized, and complete. As a minimum, deliverable documents shall:

- (1) Explain and rank policy or action alternatives, if any
- (2) Describe procedures used to arrive at analyses/recommendations

- (3) Summarize the substance of deliberations
- (4) Report any dissenting views
- (5) List sources relied upon
- (6) Make clear the methods upon which conclusions/recommendations are based

Training outline courses, shall as a minimum, identify course objectives, major and supporting topics of instructions, and the methods of instruction. Course materials shall be clearly and directly in support of course objectives identified in task orders.

#### NO CONTRACTOR INTERPRETATION OF POLICY OF REGULATIONS

The contractor shall direct to EPA all policy questions during conferences, meetings, discussions, and workgroup sessions.

#### COMPLIANCE WITH EPA GUIDELINES WHEN PERFORMING COMMUNICATIONS OUTREACH AND COMMUNITY RELATIONS ACTIVITIES

The contractor shall follow policy and guidance relating to administrative records, state involvement, federal facilities, and other enforcement guidance in preparing work as requested by the EPA headquarters and regional staff, as specified in individual task orders. The objectives of this effort are to achieve community understanding of the actions taken by the Agency, to establish mechanisms so that Agency has early and continuous opportunities to obtain community input and to seek comment on alternative or recommended remedies.

#### DOCUMENT PRODUCTION

The contractor is required to comply with the standards described in the Policy and Implementation Guide for Communications Product Development and Approval. The EPA publication standards supersedes all previously issued guidance relating to document production and is available on <http://www.epa.gov/productreview/guide/index.html>.

The EPA has committed to make information from all EPA programs available through the Internet and other electronic means that Americans and local organizations can access in their homes, schools, and libraries. [Reinventing Environmental Regulation, #17].

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 112947395		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-055 0053	
				10B. DATED (SEE ITEM 13) 08/24/2012	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 See Schedule Net Decrease: -\$1,233.18

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 112947395

ORCR MSC - Materials Measurement and Analysis Support

TOPO: Priscilla Halloran Max Expire Date: 03/28/2013

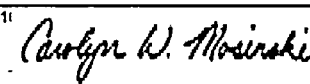
The purpose of this bilateral modification is to:

- 1) Deobligate funds;
- 2) Modify the obligated amount; and
- 3) Modify the task order ceiling amount.

This modification deobligates funds in the amount of \$1,233.18 from line 12-13-B-31M-302DA2-2585-1231MRP021-001.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Carolyn Mosinski	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	11  ELECTRONIC SIGNATURE	16C. DATE SIGNED 08/05/2014

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-10-055/0053/001PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>This action hereby decreases the total obligated amount by \$1,233.18, from \$70,648.00 to \$69,414.82, which the Contractor is not authorized to exceed. The Contractor exceeds this amount at its own risk. This task order is hereby fully funded.</p> <p>The total task order amount for this task order is hereby changed from \$70,648.00 to \$69,414.82.</p> <p>All other terms and conditions remain unchanged.</p> <p>LIST OF CHANGES: Reason for Modification : Funding Only Action New Total Amount for this Version: \$69,414.82 New Total Amount for this Award: \$69,414.82 Obligated Amount for this Modification: -\$1,233.18 New Total Obligated Amount for this Award: \$69,414.82 Incremental Funded Amount changed: from \$70,648.00 to \$69,414.82 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$148,512.00 to \$69,414.82 Obligated Amount for this modification: -\$1,233.18 Incremental Funded Amount changed from \$70,648.00 to \$69,414.82</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 08/24/2012 to 03/28/2013</p>				